

IMAGERY ANALYSIS SERVICE

PRODUCTION BOARD MEETING

Friday, 16 March 1973 - 1410

MEMBERS PRESENT

25X1A

[REDACTED]
G. Allen

25X1A

[REDACTED]

[REDACTED]

25X1A

IA CAREER SERVICE BOARD

The Career Board will meet in the Director's office following the Production Board meeting.

REPRODUCING MACHINES

25X1A

[REDACTED] arranged for the loan of an IBM copier until 1 April. It will be located in the machine room and all personnel are encouraged to test it out. It has an automatic feeding capability and can reproduce books, pictures, and large size items.

The Xerox 7000 is also being investigated for possible rental because of its reduction and collation features. It costs less than the present Xerox 4000.

MICROFICHE

25X1A

[REDACTED] commented briefly on DIA's preference for hard copies of memos and reports rather than the microfiche reproduction.

WORD PROCESSING

25X1A

[REDACTED] reported that the Remington Rand, Wang, and Redactron equipment will be demonstrated in the IAS Teleprompter room. Remington Rand equipment will be demonstrated on Wednesday, 21 March and the Redactron on Thursday, 22 March. The Wang Company has not confirmed its date.

25X1A Basically they are all IBM typewriters but each has some distinctive features. [] recommended that the division chiefs, branch chiefs, and the head division secretaries be present. He noted that NPIC and DDI Planning Staff personnel may also attend these demonstrations.

REMINGTON RAND AND BOWMAR CALCULATORS

Remington "99" desk type calculators on hand have been breaking down and are being replaced by a newer model Remington calculator. The scheduled February delivery date of these machines slipped back some two months.

25X1A The Bowmar hand calculator costs less than \$100 and can be procured locally. [] noted that Bowmar has a desk top model at about the same price. This model is more durable and we might consider purchasing some of them in the future.

FY 73 EQUIPMENT FUNDS

25X1A [] noted that the available funds have to be allocated by the end of this month. He suggested the division chiefs consider equipping a room in their area with new PI furniture, as a pilot project, to determine whether we should eventually outfit the entire Service. [] will have available a variety of furniture catalogs to select from.

IAS SPACE REQUIREMENTS

25X1A [] stated that a memo was presented to [] Chief, NPIC Support Staff, stating our minimum space requirements. [] passed this information to Mr. Hicks for his meeting with [] staff.

IN-HOUSE RENOVATIONS

In-house renovations have been delayed. However, part of the office space presently occupied by PSS/PB will become part of MSD effective 19 March.

25X1A [] indicated that management has no objections to workmen coming in periodically during regular office hours to perform the necessary work.

DISTRIBUTION OF SPAD PRODUCTS

25X1A [] reported on his meeting with Major Phil Wheeler concerning distribution of SPAD products. Major Wheeler indicated there will be two significant changes: (1) In the future, SPAD briefs will be distributed via NPIC Registry and will not always carry graphics as they have in the past. If graphics are desired, they may be obtained directly from SPAD.

SECRET

(2) IAS will not routinely receive a copy of every cable produced by SPAD. [] of NPIC was tasked with reviewing the cables and forwarding those of interest to IAS. [] would like to know about any problems so he can take them up with Major Wheeler.

PUBLICATION FORMATS

[] brought up for discussion the criteria used for selection of the IOM, IAM, or IAR format for reporting of imagery analysis information. He stated that he finds it difficult at times to select the appropriate format.

[] reviewed the historical background for these formats. He stated that generally the principal factors that determine the format are: the need for broad dissemination of the information as determined by the originator and the importance of the subject being reported.

Mr. Allen noted that some reports are of greater significance than others but do not warrant hard copy. Otherwise he had no problem with the different formats. He proposed though a revision of the IAM transmittal memo so that it would be unique to the memo it transmits, cover the highlights of the analysis, be personalized, and be on one page. The Director will work with [] to develop these ideas and present them at a future meeting.

ADP AND EQUIPMENT TEAMS

The chairman of these teams stated that he had informal discussions with a number of the chiefs concerning the work being done by these two teams. The chiefs agreed that even though they are aware of what the teams were doing that it would be a good idea to have a complete rundown of their activities by the chairman. [] informed the members that he would arrange for a briefing of the members at a future meeting.

WTS:cw

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